



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 4/22/12	<b>Interviewer:</b> Laura Eckert	<b>RFA #12 – 04 – A</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED] via Martin Reed		
<b>Contact Numbers (telephone, e-mail, etc.):</b>		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Martin Reed is Asst. Director in UR; [REDACTED] is employee in UR		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff X Student ☐  
 Concern Regarding:    Male X Female ☐ Administrator ☐ Faculty ☐ Staff X Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color           | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | X Sexual Harassment                      | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
4/22/12	Martin Reed met with Laura Eckert	<p>On 4/16/12, [REDACTED] stopped by Martin Reed's office to raise a concern about text messages she had been receiving from [REDACTED] over the past few months. They began with comments like "you look nice today." They progressed to things like "that color looks really nice on you, you should wear more of it." This weekend he sent a text saying "miss you." The texts made her feel uncomfortable. Martin relayed the conversation to John Purdie that afternoon and expressed concern about [REDACTED] possibly also being attracted to students.</p> <p>On 4/19 [REDACTED] met with [REDACTED] and said she was uncomfortable. She relayed to Martin that she left the meeting feeling the attention would stop. She told Martin that if she received one more contact from [REDACTED] that made her feel uncomfortable, she would tell Martin right away. Martin told [REDACTED] that the matter might also need to be addressed at a higher level. She was okay with this.</p> <p>John or June will call Laura about having [REDACTED] talk with her as a resource.</p>

4/23/12	Sue t/c w/John Purdie	When [REDACTED] approached [REDACTED] he apologized and backed way off. [REDACTED] is happy. John will close loop w/Martin.
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